<div align="center">

Distance Education Committee Meeting
Tuesday, May 1, 2012
Ventura College LRC 205
3:00 PM – 4:30 PM

</div>

Welcome and Introductions

Attendees:

In Person:

- Gwendolyn Lewis-Huddleston, Dean
- Erica Tartt, Professional Development
- Eileen Crump, Title V Cooperative Grant
- Eric Mantinsen, English
- Sharon Beynon, English
- Sandy Hajas, Learning Resource
- John Elmer, Educational Assistance Center
- Ticey Hosley, Counseling
- Mike McCain, Math

Documents received:

April 3, 2012 Meeting Minutes
May 1, 2012 Agenda
Distance Education Overview of Recent Changes, Additions, and Plans
SSB Bart Group Newsletter
Distance Education Committee Presentation Appendix A
VCCCD Participatory Governance Committee Self-Appraisal California
Community Colleges Chancellor's Office website page
eLearners.com assess your readiness for enrollment in an online degree program
Free Online Tutoring email

Welcome and Introductions (Group)

- Gwen will email Distance Education Committee evaluation
- D2L new version will be discussed at the district wide distance education committee to determine when new version will be released to colleges
- John recommended the webinar group from Massachusetts
- John volunteered to be the link for the Accessibility Resource Program (ARP)
- Committee will work on how to make our web-enhanced classes accessible to every type of student
- VC is one of the few schools who is lecture-capturing classes
- Gwen and Erica will report back on state chancellor's office webinar on distance education laws
- VC is more advanced in data collection than other state colleges

- Instructor union is adamant that there will be no mandatory distance education training for faculty
- Certification training will be optional, but distance education committee will continue planning training
- Committee will base distance education certification training on feedback from Krista and Erica
- Large number of colleges are making distance education instructor training online
- Training is on hold until we hear when new D2L user interface is available
- Oxnard College is tutoring in ccconfer
- Cannot work tutors outside tutoring hours, tutors must work when supervisor is present
- Consortium will give Sandy the price of tutoring software
- Sandy is waiting to hear final decision from Oxnard College about what they are going to do about tutoring software
- Sandy will set up 5 minutes or 10 minutes demonstration to review Smart Thinking tutoring software
- Computer-assisted classes will represent classes that are not using D2L – the district-approved model – but which are nonetheless fully- or almost fully-online.
- VCCCD said online classes must be on Desire2Learn platform
- Erica & Krista do not have time to learn all publisher sites; therefore they cannot provide support to faculty and students outside of D2L platform
- Moorpark College is experiencing problems because publisher sites are visiting the college to sell their products
- Cannot monitor content of publisher sites; regular and effective content means groups not being monitored; not a good way to record effective content; most publisher sites have no discussions and interaction with students
- Publisher sites are met to be supplemental to distance education class; they are not course packages; similar to a textbook, since instructors still need to add their knowledge
- Publisher sites should be considered supplemental to D2L courses
- Distance Education Committee does not make laws, but provides best practices to online instructors
- Committee needs to set guidelines for publisher sites for accessibility issues
- Committee needs to determine how to monitor fully-online classes in Math Lab and Reading Plus
- Instructor contract states dean and department chair determine who can teach an online class
- Gwen will email goals of survey to committee
- Math department will discuss having a link on their My Math Lab website for D2L